



Memphis Area Transit Authority

MATA'S MISSION: To provide a reliable, safe, accessible, clean and customer-friendly Public Transportation System that meets the needs of the community.

Board of Commissioners

Chairman – Sean Healy

Vice Chairman – Andre Gibson

Commissioners

Charles “Chooch” Pickard

John C. Vergos

Martin Lipinski

Roquita Coleman

Shelia Williams

Kristen Bland

Lauren Taylor

Board of Commissioners Meeting

Monday, September 22, 2014

3:30 pm

- | | | |
|------|---|----------------|
| I. | CALL TO ORDER | Sean Healy |
| II. | BOARD ROLL CALL | Linda Eskridge |
| III. | APPROVAL of August 25, 2014 Board Minutes | Sean Healy |
| IV. | ACTION ITEMS: | Sean Healy |
| A. | <u>FINANCE COMMITTEE</u> | |
| | 1. Resolution to Approve Operating Budget for Fiscal Year 2015
-Res. No. 14-46 | Gilbert Noble |
| | 2. Resolution to Approve Capital Budget for Fiscal Year 2015
-Res. No. 14-47 | Thomas Fox |
| | 3. Resolution Authorizing Signatures on On Memphis Area Transit Authority General Liability Account
- Res. No. 14-48 | Gilbert Noble |

B. SERVICE AND DEVELOPMENT

1. Resolution to Award a Contract to Memphis Communications for a Five-Year Maintenance Contract for CCTV Video Surveillance Equipment - Res. No. 14-49

Alvin Pearson

2. Resolution Authorizing Free Fares for Veterans on November 11, 2014 - Res. No. 14-50

Ronald Garrison

V. REPORTS:

• **FINANCIAL REPORT**

Gilbert Noble

• **MARKETING REPORT**

Alison Burton

• **PERFORMANCE MEASURES REPORT**

Thomas Fox

○ **August, 2014**

• **GENERAL MANAGER'S REPORT**

Ronald Garrison

VI. SPEAKERS

(See sign-in cards for speakers)

VII. OLD/NEW BUSINESS

Sean Healy

MINUTES OF BOARD MEETING
MEMPHIS AREA TRANSIT AUTHORITY
August 25, 2014

CALL TO ORDER: A regular meeting of the MATA Board of Commissioners was called to order at 3:30 p.m. on Monday August 25, 2014 in the MATA Board Room at 1370 Levee Road by Vice Chairman Andre Gibson.

BOARD ROLL CALL:

Present: Vice Chairman, Andre Gibson
Commissioners: Charles Pickard; Lauren Taylor; Shelia Williams; John Vergos; Martin Lipinski; Kristen Bland

Absent: Chairman Sean Healy; Roquita Coleman

Quorum: Yes

Staff: Lawson Albritton; Ashley Best; Alison Burton; Yuri Chambers; Darryl Covington; Judy Ellis; Linda Eskridge; Lavelle Fitch; Don Forsee; Tom Fox; Ron Garrison; Marcellus Gunn; Greg Holman; Brandy Hough; LaBarbara Houston; Rick Carwile; John Lancaster; Willie Lewis; Glen Lockhart; Shelia Maclin; Maury Miles; Gilbert Noble; Niketa Reed; Glenda Wade; Tommy Wallace

Guests: **MCIL/STAC Attendees:** None
Memphis Bus Riders Union: Dorothy Conner; Bennett Foster; Betty Robinson

Others: Garry Dupper; Johnnie Mosley, Citizens for Better Services; Betty Neal, Parent of MATAplus rider; Nicholas Oyler; Marvin Rooks; Memphis MPO; Henry Wilson, MATA Retiree

APPROVAL OF MINUTES: Mr. Pickard moved for approval of the July 28, 2014 Board Minutes. Mr. Vergos seconded the motion and the July 28, 2014 minutes were unanimously approved.

ACTION ITEMS:

A. FINANCE COMMITTEE

1. Resolution to Reauthorize the Purchase of Diesel Fuel - Res. No. 14-44

Discussion: Dr. Fox presented this resolution to the MATA Board. The purpose of this resolution is the get Board's approval to reopen the lock-in period until the end of December.

Staff will continue watching the market and will lock in sometime during that timeframe. Mr. Vergos moved that Resolution No. 14-44 be put on the floor for discussion. Ms. Bland seconded the motion. Mr. Vergos asked that staff make the Board aware of the date and time of the price when it is locked in. Mr. Vergos stated that he would like to suggest that staff consider finding out who FedEx uses to evaluate fuel markets and perhaps get some insight on how they do it. **Resolution No. 14-44 was unanimously approved.**

B. SERVICE AND DEVELOPMENT

2. Resolution Appointing Ronald L. Garrison as President-General Manager - Res. No. 14-45

Discussion: This resolution was added at the Board Meeting and presented by Vice Chairman Andre Gibson. Mr. Garrison was present for the meeting, and gave some brief remarks and stated that he is looking forward to working with everyone. Mr. Vergos moved that the resolution, which becomes Resolution No. 14-45, be put on the floor for discussion. Mr. Pickard seconded the motion. Mr. Vergos stated that he feels it is important that Ron gets to work and he trusts the people that were instrumental in coming up with the contract. He also stated that the Board has not seen the full details of the contract, however, he feels that if the Board approves the resolution and some serious clauses comes up that Board does not anticipate, they can come back and revisit the contract. However, he does not feel that this would happen. Mr. Lipinski agreed with Mr. Vergos on going forward with approval of Ron Garrison as President/General Manager of MATA. **Resolution No. 14-45 was unanimously approved.**

FINANCIAL REPORT

July 2014 (1st months of the new Fiscal Year)

Gil Noble

FINANCIAL REPORT

July 2014 (1st months of the new Fiscal Year)

Gil Noble

Mr. Noble presented a financial summary prior to the Board Meeting, as well as at the Board Meeting.

The report showed a comparison of revenues with last year's trend and we are about where we were last year. Our expenses exceed last year's because of the increased pension contribution this year compared to last year. Mr. Noble mentioned that we have for some months talked about the decline in passenger fares, and July passenger fares is \$683,000 starting out the fiscal year is well below where we started out above it the last two fiscal years.

Our cash status going into FY2015, we experienced some good news. There is a large pension that we will have to make on September 10, 2014 and we did get a reduction in that payment from \$2.2MM down to \$1.6MM, attributable to federal legislation associated with the transportation bill that was intended to provide relief on private

pension plans, and it pertains to calendar year 2013. That gives us a slight bit of relief coming into the year; however, we are still starting this year out, other than pension payment already owed, with just \$270,000 in cash. This is a very small amount when considering we have continued increases in pension contributions.

It is a difficult picture that we have, and will have to accommodate all of this when we finally pull together a budget that we can present. Dr. Fox stated to shed some light on the discussion and concerns with underfunded pension; we are catching up on some of the underfunded amounts already. So within a couple of years, if all the assumptions of the actuary hold true, MATA's annual contributions would start to go down. So by 2019 or 2020 we're theoretically back to where we were 10 years ago. Also, if the market improves, it can eat up some of that underfunded amount as well. Dr. Fox stated that we have made a request to TDOT to help us with the amount of money that we are losing with the trolleys being out of service. They are considering making some additional contributions toward our operating budget. There are really no additional expenses for running buses vs. trolleys. Dr. Fox stated that by next month staff should have a better idea on the cost of the initial group of trolleys we are trying to get certified. This ended the financial report.

MARKETING REPORT

Alison Burton

August Marketing Report

Ms. Burton forwarded the Marketing Report to the MATA Board prior to the Board Meeting.

MATA Bus Operator 1059, Mr. Marcellus Gunn was inducted into the International Karate & Kickboxing Hall of Fame. Very few people have achieved this honor. Others inducted include Bruce Lee & Chuck Norris. MATA celebrated a "Marcellus Gunn Day" on Thursday August 14, 2014 to recognize him & to celebrate his induction. Marcellus was present at the Board Meeting, and introduced to the MATA Board.

Training

Ms. Burton, Marketing/Customer Relations Director and Mr. Greg Holman, Trainer and Facilitator, gave a verbal presentation to the MATA Board on MATA procedures, as well as all that is included in the training of the drivers.

It included the importance of our customers, attitude toward our riders, courtesy, safety, as well as knowing MATA's rules on serving MATA's customers. Mr. Holman talked about how and why training makes a difference. Handouts were provided.

Ms. Shelia Williams had some concerns about the training module to include how long it has been in effect and how is it measured. Ms. Williams stated that she would like to see what the module consist of, as well as the accountability when it is not followed through. Dr. Fox stated that since we have not adopted a budget yet, that we need to put retraining in the budget as a priority for this year. He also stated that one of our priorities is updating all of our manuals. A new test for new hire bus operators have been implemented that was bided through the American Public Transportation Association (APTA). Mr. Lawson Albritton, and Ms. Brandy Hough gave more detailed information about the test. The test is not in full implementation at this time, but Mr. Albritton stated that other cities have seen success from the use of this test.

Mr. Vergos suggested that the customer service presentation be narrowed down and made simpler. Vice Chairman Gibson suggested that staff get with Ms. Shelia Williams and any other Board Member that would like to be involved with specific suggestions and input on narrowing the presentation down, in keeping with the same meaning.

Complaint Software

Ms. Burton stated that MATA have outgrown the software that we are currently using for tracking complaints. We are exploring some new software, and have solicited from other sister agencies as well. We are looking for a product that is going to be flexible, and that can grow with our needs and give the support we need. Mr. Albritton stated that we have been in our current software for about seven or eight years. Ms. Burton will also check on the cost information on the software.

Vice Chairman Gibson, as well as Ms. Bland requested going forward with the complaints and providing year to date vs. same month last year information, as well as month to month updates on complaints. However, they acknowledged that the old software is a factor in receiving this information. Dr. Fox explained that the new software will allow us more flexibility to implement the requests. Mr. Fox stated that we can do the same thing with the complaints as we are with the performance measures so that the Board can receive more robust data.

Mobile Apps

Ms. Burton stated we had given an original date of September 1, 2014 to have the app in place; however, we are still working on the content of this app, and are in the process of preparing informational material and posters to make people aware of what we are promoting with mobile app.

General Marketing Items

- There are tickets available for anyone that is interested in attend the MMBC's Annual Economic Development Forum.

- On September 18, we solicit Board and staff participation in our 4th Annual Stuff the Bus. We will be stuffing a Gillig bus, and Gillig has also agreed to give a donation to the Memphis Food Bank as well.
- The MATA Board approved the Customer Code of Conduct, and we finalized some of the content, and are in the process of getting internal cards, brochures and other information about the Code of Conduct printed and posted.

PERFORMANCE MEASURES REPORT July 2014

Dr. Fox reported that this was not a good month. We hit our targets on three measures, we were within 10% on three other measures, and missed our targets on all the rest. We are way down on trolley ridership, due to buses taking the place of the trolleys. We are only carrying about 25% of the riders that we carried for the same month last year running buses on essentially the same schedule as we were running the trolleys. We are still challenged with our data issues since our June sign-up to accurately address our on-time performance and other real time data. We don't have an answer today, but are working to find a solution to the problem. We are working to upgrade our customer service software as stated by Ms. Burton in an effort to obtain better data. We also split out the late bus/early bus by mode, as requested by Ms. Bland. Dr. Fox stated that the time table on the customer service software depends on if we can get it under \$50,000, which could be done in a couple of months; however, if over \$50,000 it would need go through an evaluating committee, and be advertised, and come before the Board and would possibly take two or three months. He also stated that it would take us probably a couple of weeks to complete our research on who we want to reach out to, and get a scope.

INTERIM GENERAL MANAGER'S REPORT

The general manager's report was forwarded to the Board prior to the Board meeting. Dr. Fox highlighted a few items for discussion.

Suspension of Trolley Service - FTA & TDOT were on the property a few weeks ago and went through their expectations. TDOT will be responsible for recertifying the trolley system to be able to restart the trolley service. Our on-call Engineer, SSR Ellers is under contract, and their sub-consultant the Vintage Trolley expert from Toronto Canada. He has almost 40 years of experience, specifically on the types of trolleys that we have, will be here the week of September 8, 2014 for two months to work with our trolley staff.

Mr. Pearson gave an update on the trolley service. There are seven trolleys that was decided are worth putting some extra effort in. Approximately 24 motors were sent off, all controllers been reworked, and safety mechanisms have been put in place. There have been questions with safety buttons on the trolleys. All of the key systems have been replaced with a push buttons system, which is a much better safety device. Before the trolleys go back into service, a live drill will be conducted with EMA, the Fire Department and Police Department on how to rescue people from a burning trolley.

The month of July, we did \$3,912 "Code 33's", which are wheelchairs, and 2,220 "Code 55's", which are bicycles. The bicycles have really picked up and 13 of those were on the trolley green buses.

Amtrak Update

Mr. Pearson also reported that Amtrak is sponsoring a Great American Station Conference at the Peabody Hotel on Sept. 11th. The Amtrak station housed in Central Station, averages 150 passengers per day each direction. On October 4, 2014 Central Station becomes 100 years of age. The Railroad Trolley Museum will have speakers and guests coming in on that day, as well as all kinds of trains will be available for review.

Farmers Market Update

Farmers Market will be extending their services through to December 13, 2014. Mr. Pearson congratulated MATA and thanked Tom, Alison and others for their assistance with the Farmers Market. Mr. Gibson asked for an update on the expenses as to what have been done so far with the trolleys, as well as an expectation of what the total cost will be to complete the plans that are in place so far.

United Way Campaign

MATA will be participating in the United Way Campaign as well on September 12, 2014. Last year MATA raised about \$17,000 up from about \$13,000, and are very proud of our efforts.

Game Shuttles

Dr. Fox stated that the U of M has committed to continue the basketball shuttle. We are still in discussion with the Grizzlies, and they are looking at their options. We did hear back from SHC, asking for an alternative, lower cost proposal, and Lawson and Alison are working to put something together and present it to them.

MATA has some new vans and the Board is invited to go out and review the vans after the Board Meeting.

CMAQ Grant

Dr. Fox stated that MATA was awarded a CMAQ grant, five different projects through TDOT, and staff gave a quick presentation review of what the Board approved back in March, and the checks that were awarded last week. The Board requested a copy of the presentation. Dr. Fox stated that it would probably be after the 1st of the year before this is implemented.

SPAKERS:

- **Ms. Betty Neal** had to leave. Mr. Albritton will take care of Ms. Neal's concerns, as he did speak to her before she left.
- **Mr. Marvin Rooks**, 3268 Morningside, Memphis, TN 38127 – Mr. Rooks expressed his gratitude to the bus drivers that he rides with, as he is sick a lot, and the bus drivers always do all they can to assist him when he is on the bus and if he gets sick. He appreciates the consideration from the drivers.

OLD/NEW BUSINESS:

Mr. Pearson will work on getting the feedback from the microphones in the Board room rectified.

Mr. Pickard stated that the final design was approved on the artistic bus shelters.

Secretary Eskridge stated that the next MATA Board Meeting will be September 22, 2014 at 3:30 p.m. in the MATA Board Room.

The meeting was moved for adjourned by Mr. John Vergos and seconded by Mr. Pickard. The meeting was adjourned.

Mr. Andre Gibson
Vice-Chairman of the Board

MEMPHIS AREA TRANSIT AUTHORITY

BOARD OF COMMISSIONERS

RESOLUTION 14-46

RESOLUTION TO APPROVE OPERATING BUDGET FOR FISCAL YEAR 2015

WHEREAS, MATA operates Fixed Route Bus, MATAPlus and Rail Trolley service within its service area; and

WHEREAS, the cost of Salaries and Wages, Materials and Supplies, Utilities/Telephone, Insurance and other miscellaneous items comprise the Operating Expenses; and

WHEREAS, MATA's operating budget Fiscal Year (FY) 2015 totals \$ 58,734,869 – consisting of the following departments:

- **Fixed Route Operations**
- **MATAPlus Operations**
- **Trolley Operations**
- **Maintenance – Fixed Route**
- **Maintenance - MATAPlus**
- **Maintenance – Trolley**
- **Scheduling**
- **Risk Management**
- **Marketing & Customer Service**
- **Human Resources**
- **Purchasing**
- **Planning**
- **Executive**
- **Finance**
- **Coin Room Operations**
- **Information Technology**

WHEREAS revenues from Operations, City of Memphis, State of Tennessee, and Federal government comprise the total Revenues for Operations; and

WHEREAS, the City of Memphis has approved an Operating Budget that includes its share of funds for this budget; and

WHEREAS, the Federal Transit Administration and Tennessee Department of Transportation will issue grants and/or contracts for their share of funds for this budget.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY That the Fiscal Year 2015 Operating Budget is approved at a level of \$ 58,734,869.

BE IT FURTHER RESOLVED That the President/General Manager is authorized to execute contracts and file grant applications with federal, state and city agencies for the funds to fulfill the operating budget.

BE IT FURTHER RESOLVED, That Staff is authorized to manage line items as appropriate, and make reports to the MATA Board at monthly Board meetings and other times as appropriate.

*** * * * ***

	FY2014	FY2015 Proposed Operating Budget	Variance fr FY14 Fav (Unfav)
Revenues:			
<u>Operating Revenue</u>			
Passenger Fares	9,330,192	8,427,282	
Special Service Fares	38,142	3,820	
Charter Revenue	8,375	8,375	
Auxilliary Revenue	753,802	531,596	
Non-Transp.Revenue	1,705,538	726,197	
Operating Revenue	11,836,049	9,697,271	(2,138.8)
<u>Subsidy Revenue</u>			
City of Memphis	20,927,563	23,055,880	2,128.3
State of Tennessee	7,484,309	7,508,707	
Federal Government	12,971,871	12,691,928	
Subsidy Revenue	41,383,743	43,256,515	
Revenues	53,219,792	52,953,785	(266.0)
Operating Expenses:			
<u>Salaries & Wages</u>			
Operators	12,242,295	12,539,578	
Other Salaries	7,559,388	7,724,144	
Salaries & Wages	19,801,683	20,263,723	(462.0)
Employee Leave	2,963,515	2,950,037	
Other Fringes, incl Pension	8,169,057	7,696,891	472.2
HealthCare, incl OPEB	12,588,863	12,156,752	432.1
Fringes - Total	23,721,435	22,803,681	
Services	4,746,338	4,155,101	
<u>Materials & Supplies</u>			
Fuel, Lubricants, Tires	6,355,749	5,947,476	408.3
Materials & Supplies	3,206,932	3,044,116	162.8
Materials & Supplies	9,562,681	8,991,592	
Utilities/Telephone	1,328,416	1,276,881	
Insurance	(303,989)	1,025,005	
Misc & Taxes	229,322	213,415	
Lease/Rentals	6,944	5,473	
Operating Expenses	59,092,829	58,734,869	358.0
Operating Gain/(Loss)	(5,873,037)	(5,781,084)	92.0
Before Depreciation			
Depreciation	13,356,058	15,100,000	
Profit (Loss) after Deprn	(19,229,096)	(20,881,084)	

\$\$ Thousands

Departmental Expense Budgets	FY2014	FY2015 Proposed Budget	FY2015 Variance Favorable (Unfavorable)	
			\$\$	%
MATA - All Departments	\$ 59,053.1	\$ 58,734.9	318.2	0.5 %
Fixed Route Operations	23,376.0	22,746.1	629.9	2.7 %
MATAPlus Operations	5,547.1	5,598.8	(51.8)	- 0.9 %
Trolley Operations	2,108.7	2,057.0	51.7	2.5 %
Maintenance - Fixed Route	9,534.6	9,051.7	482.9	5.1 %
Maintenance - MATAPlus	745.2	575.5	169.7	22.8 %
Maintenance - Trolley	1,802.7	1,779.7	23.1	1.3 %
Scheduling	408.5	364.7	43.7	10.7 %
Risk Management	400.9	1,687.8	(1,286.9)	- 321.0 %
Marketing & Cust Service	1,477.8	1,374.3	103.5	7.0 %
Human Resources	8,733.6	8,675.6	58.0	0.7 %
Purchasing	453.2	431.4	21.8	4.8 %
Planning	733.8	517.5	216.3	29.5 %
Executive	2,292.7	2,349.0	(56.2)	- 2.5 %
Information Technology	415.8	391.7	24.2	5.8 %
Finance	768.6	862.5	(93.9)	- 12.2 %
Coinroom	271.2	271.6	(0.4)	- 0.1 %

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION 14-47

RESOLUTION TO APPROVE CAPITAL BUDGET FOR FISCAL YEAR 2015

WHEREAS, MATA has rolling stock, buildings, equipment, facilities, and systems that are in need of replacement or improvements from time to time in order for MATA to continue to provide a reliable, safe, accessible, clean, and customer-friendly public transportation system; and

WHEREAS, Capital projects are typically funded by federal/FTA grants, along with state/TDOT, and City of Memphis matching funds; and

WHEREAS, Major capital projects have been programmed along with various minor projects for a total capital budget of \$7,300,925; and

WHEREAS, Preventive Maintenance, ADA Paratransit, and Jobs Access/Reverse Commute service will be funded with capital grants and are included in the FY 2015 Operating Budget; and

WHEREAS, Fiscal Year 2015 and prior year grant funds and matching funds are expected to be adequate to fund the FY 2015 capital budget.

NOW THEREFORE BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the Fiscal Year 2015 Capital Budget is approved at a level of \$7,300,925.

BE IT FURTHER RESOLVED That the President/General Manager or designee is authorized to execute contracts and file grant applications for the funds to fulfill the capital program.

BE IT FURTHER RESOLVED, That Staff is authorized to manage line items as appropriate and make reports to the MATA Board at monthly Board meetings and other times as appropriate.

*** * * * ***

CAPITAL BUDGET – FY 2015

Project	Bus	Trolley	Other Depts.	Total
Paratransit Vehicles (7)	\$875,000			\$875,000
Bus Shelters & Installation (20)	\$166,000			\$166,000
Security Cameras – Various Locations	\$100,000	\$150,000		\$250,000
Facility Repairs & Replacement	\$1,795,000			\$1,795,000
Equipment Replacement	\$460,000			\$460,000
Grout Repair/Replacement – South Main St.		\$900,000		\$900,000
New Trolley Station – South Main & G.E. Patterson		\$750,000		\$750,000
Trolley Components, Parts & Equipment		\$1,090,000		\$1,090,000
IT & Office Equipment			\$160,000	\$160,000
Subtotal – Major Projects	\$3,396,000	\$2,890,000	\$160,000	\$6,446,000
Minor Projects	\$167,800	\$378,750	\$308,375	\$854,925
TOTAL	\$3,563,800	\$3,268,750	\$468,375	\$7,300,925



TO: MATA Board of Commissioners
FROM: Ron Garrison, President/General Manager
SUBJECT: Fiscal Year 2015 Capital Budget
DATE: September 17, 2014

MATA's Capital Budget for Fiscal Year (FY) 2015 includes major projects, each valued at over \$50,000, and various minor projects of lesser value. The total budget is \$7,300,925.

The budget includes a preliminary estimate of costs for trolley vehicle components, parts and equipment that will be needed to reinstitute trolley service. For FY 2015 we have budgeted for a scenario in which existing trolleys are repaired, safety-certified and placed back in service on a short term basis. Longer term options, such as vehicle replacement is not contemplated in this budget year.

Funds for Preventive Maintenance, ADA Paratransit Service, and JARC service are included in MATA's Operating Budget and are not included here. The portion of the "Main-to-Main" project that is being carried out by MATA is not included. This project is being done at no cost to MATA, and is budgeted at \$2,750,000. Also, this budget does not include any pending competitive grants that have not yet been awarded.

Typically, capital projects are funded by Federal/FTA grants at 80% federal, 10% State/TDOT and 10% City of Memphis. Based on these percentages, the funding split is as follows:

Funding Source	Funding Level
Federal	\$5,840,740
State/TDOT	\$730,092
City of Memphis	\$730,093
TOTAL	\$7,300,925

Certain discretionary grants are not matched by TDOT and, in those cases, the City share is 20%.

Page 2

Funds can generally be carried over if not used in the year in which they are made available.

This capital budget is expected to be financially feasible with FY 2015 and prior year grant funds from FTA and matching funds. The City of Memphis Capital Improvement Program for FY 2015 includes a total of \$1,000,000 in funding for two MATA projects: Rail Facility Improvements, and Bus Facility Improvements. Other City funds are available in other line items from appropriations in prior years.

Staff recommends approval of the FY 2015 Capital Budget at an amount of \$7,300,925.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 14-48

**RESOLUTION AUTHORIZING SIGNATURES ON MEMPHIS AREA TRANSIT
AUTHORITY GENERAL LIABILITY ACCOUNT**

WHEREAS, Memphis Area Transit Authority (MATA) requires various bank accounts for handling financial matters having the prior approval of its Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY that the following banks be approved:

**First Tennessee Bank
Regions Bank
Tri-State Bank
SunTrust Bank**

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY that the following persons are authorized as signatories on such accounts, and are assigned to the accounts identified on Attachment A:

**Ron Garrison
Alvin H. Pearson
Gilbert I. Noble
Rickey W. Carwile**

BE IT FURTHER RESOLVED THAT Linda Eskridge, designated as Board Secretary, be authorized to execute necessary signature cards to the approved banks, as identified on Attachment A.

*** * * * ***

Attachment A

Memphis Area Transit Authority Bank Accounts, Authorized Signers

September 22, 2014

Recent Balance	Account Name	Status	Online Access	Authorized Signers
-------------------	--------------	--------	------------------	--------------------

FIRST TENNESSEE BANK

\$4,857,924	MATA -Operating	Active	Yes	Garrison, Noble
pass-through	MATA – Clearing, Payables disbursements	Active	Yes	Garrison, Noble
\$2,633	MATA – interest-bearing	Active	Yes	Garrison, Noble
\$14,624	MTM - Payroll disbursements	Active	Yes	Garrison, Noble
\$22,273	MTM – Workman's Comp 3rd party-PMA Mgmt	Active	No	Garrison, Noble
\$112,434	MATA - Radio Tower proceeds	Active	No	Garrison, Noble
\$242,556	MATA - Ozone [fr Valero for fare reduction]	Active	No	Garrison, Noble, Pearson

REGIONS BANK

\$941,068	MTM – Operating, employee-related	Active	Yes	Garrison, Noble
\$150,037	MTM – Employee/Retiree health benefits	Active	Yes	Garrison, Noble
pass-through	Citibank - funds drafted to pay health providers	Active	Yes	Garrison, Noble
\$6,221	MTM – Employee Spending	Active	Yes	Garrison, Noble
\$14,403	MATA - State (TN) receipts	Active	Yes	Garrison, Noble
\$2,516	MATA – General Liability, claims account	Active	Yes	Garrison, Noble; Carwile[up to \$3,500]
\$109,106	MTM - Proceeds Fund	Active	No	Garrison, Pearson

TRI-STATE BANK

\$1,171,136	MATA - c/o Retiree Drug Subsidy	Active	No	Garrison, Noble
pass-through	MTM - Payroll Tax Deposit/Clearing	Active	No	Garrison, Noble

SUNTRUST BANK

\$500,000	Workers' Compensation, state-Tenn requirement	Active	No	Garrison, Noble
-----------	---	--------	----	-----------------

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION 14-49

**RESOLUTION TO AWARD A CONTRACT TO
MEMPHIS COMMUNICATIONS CORPORATION FOR
A FIVE-YEAR MAINTENANCE CONTRACT FOR CCTV VIDEO SURVEILLANCE
EQUIPMENT**

WHEREAS, MATA is required to maintain proper up-keep and repair of all video surveillance equipment for safety and security purposes; and

WHEREAS, Approximately 181 security cameras need to be maintained on all MATA properties on an annual basis; and

WHEREAS, MATA issued an Invitation for Bid (IFB) for companies to provide maintenance services for all CCTV video surveillance equipment for a five (5) year period and received two (2) responsive offers; and

WHEREAS, The bid was formally advertised; and

WHEREAS, There was no DBE goal set; and

WHEREAS, Memphis Communications Corporation submitted the lowest responsive and responsible bid at the prices shown on Exhibit A; and

WHEREAS, Staff has reviewed the bids received and recommends that a five-year contract be awarded to Memphis Communications Corporation at a cost of \$128,342.19.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a contract be awarded to Memphis Communications Corporation to provide maintenance services for all CCTV video surveillance equipment over a five-year period at a cost of \$128,342.19.

BE IT FURTHER RESOLVED That the Chairman, Vice Chairman or President/General Manager or designee be authorized to execute the contract.

*** * * * ***

EXHIBIT A

Five Year Maintenance Contract for CCTV Video Surveillance Equipment 2014-2019

Company	Maint. Cost Year 1 10/1/14-9/30/15	Maint. Cost Year 2 10/1/15-9/30/16	Maint. Cost Year 3 10/1/16-9/30/17	Maint. Cost Year 4 10/1/17-9/30/18	Maint. Cost Year 5 10/1/18-9/30/19	Total
Memphis Communications Corporation	\$ 23,226.70	\$ 24,388.04	\$ 25,607.44	\$ 26,887.81	\$ 28,232.20	\$ 128,342.19
Tyco Integrated Security	\$ 47,000.00	\$ 47,000.00	\$ 47,000.00	\$ 47,000.00	\$ 47,000.00	\$ 235,000.00
Security Concepts, LLC	\$		\$		\$	
Dillard Door & Security Inc.	\$		\$		\$	
A Vision Security	\$		\$		\$	



MEMO

TO: MATA Board of Commissioners

FROM: Ronald Garrison, President/General Manager

SUBJECT: Five Year Maintenance Contract for CCTV Video Surveillance Equipment
IFB 15-02

DATE: September 22, 2014

This memo summarizes the procurement and evaluation process for a supplier to provide maintenance services for all CCTV video surveillance equipment on MATA property. MATA is required to maintain proper up-keep and repair of all video equipment for safety and security purposes.

The IFB was sent to five vendors, formally advertised and posted to MATA's website.

The goal for participation by Disadvantaged Business Enterprises (DBE) was set at 0%.

Two (2) responsive bids were received. MATA staff reviewed these bids on the criteria of the lowest responsive and responsible bid.

MATA staff recommends the five-year contract be awarded to Memphis Communications Corporation. The value of the contract, as presented in the Board resolution, is based on the lowest responsive and responsible bid for a total of \$128,342.19.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 14-50

**RESOLUTION AUTHORIZING FREE FARES FOR VETERANS ON
NOVEMBER 11, 2014**

WHEREAS, The Memphis Area Transit Authority (MATA) salutes America's veterans on Tuesday, November 11, 2014 for their service to protect and serve the United States of America ;and

WHEREAS, MATA appreciates the service of all veterans who served in the U.S. Coast Guard; U.S. Army, U.S. Air Force, U.S. Navy, and U.S. Marine Corps; and

WHEREAS, MATA recognizes men and women who are in active duty in any branch of the U.S. military; and

WHEREAS, in appreciation of all veterans and active duty persons, MATA staff recommends free rides for all veterans and active duty persons in observance of Veterans Day; and

WHEREAS, Staff recommends eligible persons show their Veterans Identification Card or any other military ID to the fixed route bus, trolley or MATApplus operator upon boarding the bus or trolley to redeem the free ride.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY, To authorize staff to offer free fares to all veterans and active duty persons who present a Veterans Identification Card or any other military ID on Tuesday, November 11, 2014 on fixed route, trolley or MATApplus service on Veterans Day.

*** * * * ***

